



Welcome, Congratulations!

Welcome and congratulations to the future Mr. & Mrs. We are so excited to be taking this journey with you, and I know you will be astounded at your wedding.

Lovely Chic Occasions sole purpose is to meet the needs of its clients, personalizing each event to their unique taste. We truly love curating events artistically saturated with the essence of our couples.

Once a client has inquired about our services, we send a Client questionnaire out. Which helps us get to know the bride and groom better. We get to know important aspects they may need for their wedding ie maybe groom cake, or any traditional/cultural ceremonies.

After the email questionnaire is completed, we will schedule our initial consultation. The consultation will be face to face at a co working space in queens, New York called “ QNS Collective”.

At the consultation you will be given a Lovely Chic Occasion client folder that contains: Business cards, Rack cards Wedding party Checklist, Contract, Details of services, Marriage license Requirements , Civil Ceremony req. Wedding design portfolio and etc.

We look forward in speaking with you and creating a Lovely Chic Occasion.
At Lovely Chic Occasions we believe in Your Day, Your Vision, Your Style.

Thank you,
Lead Designer- Ms. Peace Moore
Contact info- (631)- 316-0105
www.lovelychicoccasions.com
Lovely.chic.occasions@gmail.com



About us

Lovely Chic Occasions is a New York-based wedding and event designing/planning company created from a love for elegance, opulence, and attention to details. Our clients are modern day brides, who love whimsical, rustic like weddings draped in elegance. We love working with trendsetters, couples who aren't afraid of bold colors, great attention to details with a whimsical elegance. We love lush greenery, rustic/industrial chic, fine linens adorned in ethereal colors. Our attentively curated ideas help our clients plan the quintessential dream event.

Owner and lead designer, Peace Moore, started Lovely Chic Occasions after a creative journey through the planning and preparation of her own wedding. It was the "I wish I had" and "I should've" coupled with a passion for all things industrial and chic that ignited her desire to help other brides have their own glamorous, dream wedding.

At Lovely Chic Occasions we strive at setting ourselves apart from the rest, we welcome brides that are daring enough to in trust us with their vision and day. When an event stylist is able to merge a couple's designs with floral inspiration the completed product is art.

Not only do we plan weddings, but we provide floral and wedding design, month of coordination and dessert table styling. We also offer services for Budget friendly brides. Please take a look at our Facebook, website and blog stated above.

"Love of beauty is taste. The creation of beauty is art." Ralph Waldo Emerson



Client Consultation & Welcome package

Initial Consultation location:
 QNS COLLECTIVE
 36-27 36th street
 LIC/Astoria, NY 11106



RACK CARDS





All the lovely Details

At Lovely Chic Occasions, we truly love creating events artistically saturated with the essence of our clients style and draped in elegance.

We provide:

-  Wedding Planning/Design
-  Event Planning/Design
-  Floral Design



 Lead Designer Peace Moore. (631)316-0105. www.lovelychicoccasions.com



Client Data Form

Date: _____

Bride's Name: _____

Groom's Name: _____

Address: _____

Email: _____

Phone #: _____

Event date & time: _____

Ceremony Location: _____

Reception location: _____

Number of Guest _____

Menu Style: _____



Theme: _____

Bridal gown Style: Trumpet Ball gown A line Empire waist

Strapless Sweet heart cut Lace Three quarter length sleeves

Off the shoulder Halter Cap sleeves

Wedding season: Fall Winter Spring Summer

Select few words that describe your wedding vision: Traditional Black Tie

Attire Modern Chic Boho Chic Hip/Funky Moody Whimsical

Vintage Romantic Funky Festive Contemporary Sophisticated

Magical Rustic/Woodlands Nautical Beach Conservative

Elegant Grand

Floral inspirations _____



Wedding Budget: \$10,000-25,00 \$26,000-\$35,000 \$36,000-\$45,000
 \$46,000-\$65,000 \$66,00-\$75,000 \$75,000>

Colors Scheme: _____

Groom Cake? Or any added male touches to the wedding? _____

Cultural traditions that will be included in the wedding? _____

Any additional info/ Inspiration pics

What services would you need from us? (floral design, Wedding planning, Month of coordination etc.) _____

Thank you for your cooperation, we will be speaking to you soon.



All the lovely details

Full Wedding Planning Service

A Wedding Planner is frequently a person who can take charge and plan the details of a wedding/event from start to finish. The couple looking to hire a Wedding Planner is still involved, but most of the legwork is left to the Planner, and the couple can trust a professional to make the arrangements for them. The couple will have the Planner with them on all appointments and can rest assured that etiquette; budgeting and creative ideas are brought to them in a professional manner. The most luxurious of all packages, this service will yield a stress free experience and the true feeling of being a guest on your wedding day.

Some of the services prior to your wedding day:

- ✿ Included and not limited to, bi-monthly face-to-face meetings, to go over wedding details (i.e. design & décor, vendor duties and negotiations, time-line of activities, etc.)
- ✿ Assist with wedding design (floral, wedding details, ie linens, chargers, stationary, decor, photo both and etc.
- ✿ Bride will be placed in a designated Pinetrest group to help.
- ✿ Coordinate and attend every vendor and wedding related meeting.
- ✿ Create a comprehensive event time schedule for vendors and wedding party.
- ✿ Assist with coordinating and contracting transportation for you and your guests.
- ✿ Access to consultant for related questions (via phone or email).
- ✿ Create and attend to a personal wedding checklist, so that nothing gets over whelming and every detail is accounted for.
- ✿ Unlimited recommendations and or suggestions (i.e. creative ideas, budgeting, etiquette, and the like)
- ✿ Distribute a short version of the timing of events to your wedding party



- 🌿 Confirm contracts and timing of events with all vendors

Services on your wedding day:

- 🌿 Coordination of hair design and makeup application through last hour of reception
- 🌿 Oversee all vendor commitments and make sure they are fulfilled to your standards
- 🌿 Manage the timing of your events with family, wedding party and guests
- 🌿 Provide a minimum of four (1-2) additional wedding coordinator assistants.
- 🌿 Allocate the gratuities to vendors :Use of Emergency Kit
- 🌿 Be your eyes and ears throughout the day so you can relax and enjoy the loving memories
- 🌿 Supervise wedding breakdown

Step 1:Determine and set expectations-bridal and family

Step 2:Date Evaluation-style, budget, project management

Step 3:Design Production- vendor selection

Step 4:Delivery-Day of Coordination and Management

Total: \$3,500.00



Partial Wedding Planning Service

Like Full Wedding Planning, our package would be a Luxury Service for the couple, we would be responsible for most of the Planning but in this case the couple would also do a great amount of the Planning. We recommend this service to couples that want the best of the best, but also would like to save some of their resources by doing a bit of the legwork themselves.

Some of the services prior to your wedding day:

- ✿ Included and not limited to, bi-monthly face-to-face meetings, to go over wedding details (i.e. design & décor, vendor duties and negotiations, time-line of activities, etc.)
- ✿ Schedule entire project management
- ✿ Coordinate and attend some vendor and wedding related meetings
- ✿ Create a comprehensive event time schedule for vendors and wedding party
- ✿ Assist with coordinating and contracting transportation for you and your guests
- ✿ Provide professional vendor referrals-choice of at least three per service
- ✿ Access to consultant for related questions (via phone or email)
- ✿ Create a personal wedding checklist, so that nothing gets over whelming and every detail is accounted for
- ✿ Unlimited recommendations and or suggestions (i.e. creative ideas, budgeting, etiquette, and the like)
- ✿ Supervise/ Create wedding design
- ✿ Confirm contracts and timing of events with all vendors
- ✿ Direction of the rehearsal and coordination of rehearsal dinner

Services on your wedding day:

- ✿ Oversee all vendor commitments and make sure they are fulfilled to your standards
- ✿ Manage the timing of your events with family, wedding party and guests



- 🌿 Provide a minimum of four (4) additional wedding coordinator assistants
- 🌿 Allocate the gratuities to vendors
- 🌿 Use of Emergency Kit
- 🌿 Be your eyes and ears throughout the day so you can relax and enjoy the loving memories
- 🌿 Supervise wedding breakdown

Step 1:Determine and set expectations-bridal and family

Step 2:Date Evaluation-style, budget, project management

Step 3:Design Production-A6 experience and vendor selection

Step 4:Delivery-Day of Coordination and Management

Total: \$2,750.00



Floral & Event Design

When an event stylist is able to merge a couple's designs with floral inspiration the completed product is art. Flowers are everything to us -the color, texture and the smell. An event is never complete without a floral design. We pour our hearts into our designs.

Some of the services prior to your wedding day:

- 🌿 Supervise/ Create wedding design.
- 🌿 Accompany bride to be at floral, linen and vendor appointments to help cultivate wedding design.
- 🌿 Supervise and complete the entire wedding design and concept.

Day of wedding

- 🌿 Supervise and setup tablescapes/ event design day of wedding
- 🌿 Supervise wedding breakdown



Month of Coordination

Our Month-Of Coordination is the perfect solution for couples who prefer to plan their own wedding but want to hire a professional for some peace of mind the month prior to the wedding, and, more importantly, on the wedding day.

The following services are included in our Month-Of Coordination package:

DURING THE MONTH-OF Initial consultation meeting aka "The Handoff" A master schedule of the wedding communicating the details and confirmation with the venue and vendors.

- ✦ During hand off this is included: Final floor plan/seating, chart/guest count, music selections, and speeches, menu & meal selections. Furniture and rentals, Hair and Makeup timing and schedule. Quantities of flowers, décor setup and delivery. Limo/Transportation pickups and drop offs. Must-have photos and photography locations, final payments and gratuities

ON THE DAY-OF:

- ✦ Full day coverage by a Month-of Coordinator and on assistant.
- ✦ Implementation and overseeing of the wedding day schedule
- ✦ Assisting Photographer in organizing family and bridal party for portraits
- ✦ Setting up day-of details (i.e guest book, place cards, ceremony programs, guest favors)
- ✦ Distribution of final payments & tips to vendors



Budget Friendly Brides services

This service is for couples who are on a budget but has a love for “Do it yourself” projects, has a keen eye for details and exploring out the box ideas.

- ✦ Supervise/ Create wedding design
- ✦ Recommended stationary vendor
- ✦ Wedding designer may assist bride with some “Do it yourself “projects if designer is available.
- ✦ Supervise and complete the entire wedding design and concept.
- ✦ Bride will attend floral or linen appointment, to go over details of the wedding.

Day of wedding

- ✦ Supervise and setup tablescape, design day of wedding.
- ✦ Coordinate pick up of any linens or floral vases after the wedding

Al la Cart Services

Dessert table styling
Engagement party styling & Design
Bridal Shower Styling & Design
Baby Shower Styling & Design
Bridal Luncheon Styling & Design
Wedding Rehearsal Styling & Design

Contact us for pricing



Contract

Date:

Client Information:

Name:

Address:

Phone:

Email:

Party Information:

Wedding Date:

Ceremony Time:

Reception Time:

Location:

Reception time: _____ Setup time: _____ Breakdown time: _____

Guest count:

SERVICE DETAILS: \$

ADD-ONS \$

Extra Centerpieces \$

#__item: _____ \$

OUTSOURCED VENDORS: list their names below

Cake Baker

Entertainer



DJ
Bounce House
Other: _____

CLIENT TO SUPPLY:

All food & drinks
Cleared venue or party space

NOTE: Venue or party space must be cleared and ready for our team prior to our arrival. We will promptly begin setup and will need all time allotted for setup to fully complete your party's design. If your party or venue space is not cleared when we arrive, a \$300 fee will be assessed and payable to Lovely Chic Occasions in cash before setup begins.

BREAKDOWN & SETUP:

Fee includes 3 hours to setup your event & 45 minutes to breakdown. Also includes use of Lovely Chic Occasions decor items for no more than 5 hours. Breakdown will begin promptly at _____

DAMAGE & PHOTO WAIVER:

ALL decor including centerpieces, candy bar decor, linens, containers, scoops, etc are RENTABLE for your use during the event only and will be picked back up at the end of your event. Some personalized items are yours to keep and will be shown to the client by the designer the day of the event. All Lovely Chic Occasions items such as decor, table wear, linen, containers & scoops must be in good condition at the end of the event. Client agrees that any items damaged or missing at the end of the event will be billed to the client for 3 times the replacement value. Only disposable paper goods are to be thrown away. Designer will show client the disposable items. It is the client's responsibility to make sure guests know to throw away ONLY disposable items.

The décor photos taken the day of the event, and few pictures of the bride and groom will be used on Lovely Chic Occasions social media for marketing purposes.

CANCELLATION POLICY:



The 25% deposit is also non-refundable. If you have to cancel your party for any reason, a 30 day advance notice is required. You may reschedule your party (contingent upon our availability).

PAYMENT TERMS:

A 25% non-refundable deposit of the total party fee is due upon signing this estimate. Once the balance payment has cleared, you will receive a hard copy of this estimate/contract for our records.

The balance is broken up into 2 payments:

Balance payment #1 is due: _____

Balance payment #2 is due: _____ 3 weeks before event.

Any items added on to your party AFTER this estimate has been signed will be billed separately and payable immediately. We accept cash, money orders and credit cards via Square. Please make checks or money orders payable to _____ Lovely Chic Occasions. We will send you Square invoice for your balance payment #1 and your final payment.

TOTAL PARTY FEE: \$

25% Deposit Now Due:

Balance Payment #1: \$__

Balance Payment #2: \$__

Client agrees to all above with signature:

X _____

Printed name: _____ Date: _____



Marriage License Requirements/ procedures

- You can begin the application process to receive a Marriage License online via "City Clerk Online". This will speed up the process, which then must be completed in person at the Office of the City Clerk.
- Regardless of whether you started the application process online, or will be filling out a paper form for a Marriage License, you and your prospective spouse must complete the process by appearing at the Office of the City Clerk in person, together and at the same time.
- Proxy marriage is not permitted in New York, so no other party may apply on behalf of either spouse.
- You will receive the application from the information desk and you must complete the application in our office.
- Your Marriage License will be processed while you wait.
- You should carefully read your Marriage License to make sure there are no mistakes.
- You will take the Marriage License with you when you leave our office.
- You must wait a full 24 hours before your Marriage Ceremony can be performed unless you obtain a Judicial Waiver.

Required Information

Listed below is the information you will need to fill out the Marriage License Application:

- The application is an affidavit where you and your prospective spouse must list your name; current address; city, state, zip code and country; country of birth; date of birth; name and country of birth of your parents; Social Security number; and marital history.
- When you sign the affidavit, you are making a sworn statement that there are no legal impediments to the marriage.
- If you were married before, you must list all prior marriages. You must include your previous spouse's full name; the date the divorce decree was granted; and the city, state, and country where the divorce was issued.
- All divorces, annulments, and dissolutions must be finalized before you apply for a new Marriage License.



- You may be asked to produce the final divorce decree.
- If your spouse is deceased, you must provide such spouse's full name and date of death.
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Civil Ceremony Requirement

- You can submit an application for a Marriage License to the City Clerk via City Clerk Online. You will be given a confirmation number when you complete the application online. Bring that number with you when you go to the City Clerk's office.
- After submitting your application online, you must appear at the City Clerk's office to complete your application.
- If you do not have access to a computer, you can complete the application when you come to the City Clerk's office. But unlike the online process, you cannot begin to fill out a paper application in advance of your visit to the City Clerk's office. The law requires it to be filled out in person at the City Clerk's office.
- You and your prospective spouse must appear together in person to apply for a Marriage License. Proxy marriage is not permitted in New York, so no other party may apply for you or your prospective spouse.
- Once you arrive at the City Clerk's office you will proceed to the information desk, where someone will guide you toward the next steps. Your Marriage License will be processed while you wait.
- You should carefully read your Marriage License to make sure there are no mistakes.
- You will take the Marriage License with you when you leave the office.
- If you like, the City Clerk's office can also perform a civil marriage ceremony for you.
- The law requires a 24-hour waiting period before your marriage ceremony can be performed, unless you obtain a Judicial Waiver.
- If you obtain a Judicial Waiver, then the City Clerk's office can perform a civil marriage ceremony the same day.



- The City Clerk's fee for a Marriage License is \$35. The fee for a marriage ceremony at the City Clerk's office is \$25. Fees are payable with money order or credit card (Visa, MasterCard, Discover, and American Express). Cash and personal checks are not accepted.

<http://www.cityclerk.nyc.gov/html/marriage/license.shtml>

Wedding Party Checklist

Maid of honor

- Manage the bridesmaids and mediate any conflicts that may arise
- Keep a level head throughout the bride's wedding planning
- Oversee and keep track of pre-wedding expenses for the bridesmaids
- Pay for her own wedding attire and travel expenses
- Help the bride shop for her wedding dress and bridesmaid dresses
- Coordinate any necessary bridesmaid fittings and ensure bridesmaids are getting their dresses and accessories on time
- Offer to help address wedding invitations and assist with miscellaneous wedding projects
- Organize and host or co-host the bridal shower
- Organize and plan the bachelorette party
- Attend all pre-wedding events, including the wedding rehearsal and rehearsal dinner
- Offer to help the bride pack for the honeymoon
- Make sure the bridesmaids all arrive at the wedding on time with everything they need
- Assist with the bride's appearance during the ceremony and rehearsal keep an eye out for smudged makeup or stray hair and help her with her veil, dress and arranging her train during the ceremony
- Hold the bride's bouquet during the ceremony
- Hold the groom's ring during the ceremony if asked
- Sign the marriage certificate



- Give a toast to the bride and groom at the reception
- Act as a co-host at the reception and help make sure everything goes according to plan
- Help transport wedding gifts from the reception
- Attend the send-off party or post-wedding brunch

Bridesmaid

- Offer to help with wedding planning and pre-wedding events
- Help choose bridesmaid dresses and accessories if asked
- Help organize and plan the bachelorette party
- Pay for her own wedding attire and travel expenses
- Purchase dress and accessories in a timely manner as requested by the bride
- Attend the wedding rehearsal and rehearsal dinner
- Offer the bride and her family help and emotional support on the day of the wedding
- Act as a co-host at the reception and help make sure every thing goes according to plan
- Attend the send-o party or post-wedding brunch

Best-Man

- Help manage groomsmen and mediate any conflicts that may arise
- Oversee and keep track of pre-wedding expenses for the groomsmen
- Pay for his own wedding attire and travel expenses
- Coordinate suit or tuxedo fittings for all groomsmen and ushers
- Attend any co-ed wedding showers the couple is having
- Organize and plan the bachelor party
- Offer support to the groom and groomsmen during wedding planning and on the day of the wedding
- Attend the wedding rehearsal and rehearsal dinner
- Help orchestrate toasts at the rehearsal dinner



- Make sure all the groomsmen and ushers arrive at the wedding on time with everything they need
- Hold the bride's wedding ring during the ceremony if asked
- Sign the marriage certificate
- Give a toast to the bride and groom at the reception
- Act as a co-host at the reception and help make sure everything goes according to plan
- Coordinate with parents of the bride or groom to ensure all service providers have received necessary payment and tips
- Attend the send-off party or post-wedding brunch

Groomsmen

- Help the best man organize and plan the bachelor party
- Attend any co-ed wedding showers the couple is having
- Pay for his own wedding attire and travel expenses
- Attend the wedding rehearsal and rehearsal dinner
- Offer support to the groom during wedding planning and on the day of the wedding
- Offer to help with any last-minute errands or tasks on the day of the wedding
- Act as a co-host at the reception and help make sure everything goes according to plan
- Attend the send-o party or post-wedding brunch



Preferred Vendors

Bakery

The Sweet Duchess
532 E Meadow Ave
East Meadow, New York
Tel: (516) 390-9276

The Cupcake and Goodies Gals
<https://www.facebook.com/Thecupcakeandgoodiesgals/>
Call (929) 777-9657

Leonetti Pastry Shop
82-16, Glen Cove Road
Greenvale, New York
Call (516) 625-8242
<https://www.facebook.com/Leonetti-Pastry-Shop-109524905780764/>

Stationary

Creative Outlook Designs
<https://www.facebook.com/creativeoutlookdesigns/>

Bridal Salons

Pantora Bridal
241 Rogers Ave
Brooklyn, New York
Call (347) 541-5550
<https://www.facebook.com/PantoraBridal/>



Photographer

K Michelle Photography, LLC

<https://www.facebook.com/KMichellePhotographyLLC/>

Tel: (718) 314-4220

Cinematographer

A J Ingolia

<https://www.facebook.com/AJIngoliaFilms/>

Relationship Expert

Ms. Rachel A Sussman

Tel: 212-769-0533

<http://www.sussmancounseling.com/>



Wedding Planner questionnaire

1. How long have you been in this industry?

For two years now

2. Are you certified?

I am a certified Wedding Planner through Bridal Society, I am currently working on my certification on Wedding & Event planning

3. How many events have you done?

I have done a little over ten events. Which includes; weddings, showers, birthday parties.

4. Can you give me an example when you had to be a quick thinker and avert a disaster during a wedding or event that you planned?

Yes I during a vow renewal event at a catering hall in Long island. There was a particular tablescapes we designed for day of, 20 minutes before the wedding reception, I walked back into the room only to find out that the catering hall's setup team did a terrible job at my design. I wasn't able to supervise that location due to their delay in setup. So within 20 minutes I reconstructed 12 tablescapes just in time.

5. Do you have a team that works under you? Yes I usually have 1 assistant that day, and I have a setup team.

6. What if you're sick, is there someone that will take your place in case of emergency?

No sickness will take me away from your event. 99.9 % of the time I will be there. This business is my child, so I will never abandon it, but if the 0.1% chances happen, I have tons of recommended event planners that will be glad to fill the position. But I am never sick.

7. Do you have any preferred vendors that you work with? Yes I do

8. Do you plan any other events? Yes I do, I could help assist with any pre wedding engagements for a additional fee.

9. How many months from our wedding should we book a Event planner? I usually say, as soon as you book the hall, you want to make sure your planner is available that day as well. Giving the planner enough time to come up with a proper design and concept and merging a multidisplinary team, takes time.

10. Could you help us with a wedding dinner rehearsal? Yes, we would love to, for a additional fee.



Wedding Portfolio



Bridal Showers





Destination Weddings

Destination weddings- We specialize in destination weddings in the United states. If the bride is looking for a change of scenery or climate for their special day we can assist in that. Our destination site can be anywhere from Wineries in Napa Valley, to the lovely island of Puerto Rica. As a destination wedding planner, we will plan and execute the day, so that the bride and groom can enjoy a stress free vacation. We will also help assist with airfare , and hotel organization for the couple and guest.





ESSAY

Lovely Chic Occasions is a Wedding & Event design company that specializes in trendy, understated elegant events. Our clientele are couples that love understated elegance, whimsical, bohemian chic, modern, funky and rustic events/weddings. Our minimum wedding budget starts at \$25,000 and events are \$10,000.

Lovely Chic Occasions is black owned business that focuses on soft airy colors that gives a ethereal look, very rare in the African American community. Our style is for the modern day trendy client but eliminating the Goudy loud bling. We cater to trendy styles that are; ethereal, bohemian, industrial chic, rustic, simple, moody and whimsical. Our signature character is a feather, which adds a bohemian touch to our events. This style is very rare, which causes LCO to stand out.

For our business plan we are marketing at ; Bridal salons, florist, venues ,bakeries and black own businesses. We will even do several pop up shops, Facebook and social media Ads and post as well. For our one-year goal: book 3-4 events a month during wedding season. For our five-year goal: book 4 weddings a month during wedding season, and for our floral design area to flourish, designing floral centerpieces during the holidays for events. I would like Lovely Chic Occasions to have there own my studio. Which would help with floral preparations, and locations for client consultations. Our ten-year goal is to grow Lovely Chic occasions, hiring one or two wedding planners, booking 10-12 weddings a month.

Lovely Chic Occasions   